



Indiana Brownfields Program

Comfort/Site Status Letter Request Submittal Checklist

Please complete this checklist and submit it with your request along with all supporting documentation to ensure your request is complete; an incomplete submittal will delay staff review of your request. Thank you.

Please indicate, as applicable, if the following items are identified and/or included with your request:	Yes	Location in Request (page #)	No	N/A
Type of letter requested				
Names, affiliations, contact information for all project stakeholders				
The basis in statute or applicable enforcement discretion policy for a Comfort Letter request				
Supplemental Information Request Form & all requested attachments				
Reliance letter to use another's Phase I report (for a BFPP CL)				
List and/or map of the parcel(s) comprising the site and the corresponding 18-digit parcel identification number(s)				
A legible copy of the recorded deed(s) or a surveyed legal description(s) for the parcel(s) comprising the site				
The date of property acquisition (or proposed property transfer/closing date)				
Indication of whether or not a purchase agreement has been finalized				
Description of redevelopment project including a site redevelopment/design plan				
A black & white site map (no aerial photos) depicting property boundaries, parcel(s) & parcel number(s)				
Building size(s), square footage, ceiling height(s), slab thickness, and HVAC air exchange rate(s) (if known VOC contamination & existing building(s) will continue to be used or are planned to be renovated)				
Map(s) depicting utility corridors to/from the parcel(s) comprising the Site (if known VOC contamination, for preferential pathway analysis)				
Timeframes (application deadline) for SBA Loan-financed project				
1 Double-sided paper copy and CD with Phase I report(s) (and/or Phase I Update)				
1 Double-side paper copy and CD with Phase II report(s)				

If "No", then explain why below:

(Please see the next page if your request is for Comfort Letter based on the BFPP liability defense)

Indiana Brownfields Program**Comfort/Site Status Letter Request Submittal Checklist (*continued*)**

Please provide the following information regarding specific components of the Phase I Environmental Site Assessment report that will facilitate our timely evaluation of your BFPP Comfort Letter request:

Not applicable ☐

Report Topic	Location in Phase I Report (Page #/Section/Appendix)
Interviews of Past and Present Owners and/or Operators	
Recorded Environmental Cleanup Liens/Activity and Use Limitations Search	
Government Records Review/Database Search	
Site Reconnaissance of the Subject Property	
Environmental Professional Statement and Signature	
User Questionnaire (including name, entity, relationship to the entity, signature & date)	
Vapor Migration Analysis	

Form completed by:

Date completed:

Printed

Signature

Affiliation